

**All Members are requested to attend a Meeting of the Community Building Committee  
to be held at South Stoke Village Hall on Monday 23rd September 2019 at 19:30**

**Agenda – Meeting of Community Building Committee**

- 1 Apologies for absence.
- 2 Declaration of Interests by Committee Members on any items on the Agenda.
- 3 Public Forum - an opportunity for members of the public to express their point of view on any item on the agenda. With the Chairman's permission, a member of the public may express their point of view on specific items of business. Ten minutes are reserved for this.
- 4 To approve minutes of the meeting of 29<sup>th</sup> August 2019.
- 5 Update on Requirements and to consider any subsequent actions:
  - 5.1 The Shop
  - 5.2 Amenities Charity
  - 5.3 Parish Council
- 6 To receive an update on Housing Development plans: consider any impact on the Community Building project and consider any actions.
- 7 To receive feedback from Kingswell regarding the comments on the feasibility designs and agree actions arising.
- 8 To approve holding the public consultation on the current progress of the Community Building Project on 12<sup>th</sup> October 2019, 10am-3pm in the Village Hall.
- 9 To consider the following points regarding the consultation and agree actions arising
  - 9.1 Method, dates and content of the publicity of the consultation
  - 9.2 Type, number and content of displays
  - 9.3 Type, number and content of verbal reports throughout the day
  - 9.4 Method and level of recording attendance
  - 9.5 Method, content and format of feedback capture.
  - 9.6 Members of the committee and other volunteers who will staff the consultation, their roles and responsibilities both on the day, and before & after the consultation.
  - 9.7 Method, format and content of follow on consultation, for householders unable to attend on the 12<sup>th</sup> October 2019.
- 10 Finance
  - 10.1 Review the overall budget, consider plans and actions. Project Funds Remaining: £7856
  - 10.2 To note total in the Fundraising EMR: £4965.98
- 11 Village Fund Raising: review progress, consider plans and actions
- 12 Grant Applications: review progress: consider plans and actions.
- 13 Publicity: review status, consider actions.
- 14 To review the questionnaire on the use of village hall and shop, and if appropriate approve format, date and method of delivery and collection of the questionnaires to all homes in the Parish.
- 15 To review progress on actions from previous Community Building Committee meetings and agree any revision of actions on the action list.
- 16 Matters for future discussion.
- 17 To confirm the date and time of the next Meeting, 28<sup>th</sup> October 2019, 19:30 Village Hall.

